

**DEFENSE INFORMATION
SYSTEMS AGENCY
(DISA)**

**MINORITY INSTITUTIONS
TECHNOLOGY SUPPORT SERVICES
(MITSS)**

**TASK ORDER GUIDE
SEPTEMBER 1999**

Foreword

The MITSS Task Order (TO) Guide contains the procedures for processing acquisition packages to acquire support from DISA's Minority Institutions Technology Support Services contracting vehicle. The MITSS is a competitive, multiple award task order acquisition set aside exclusively to eligible Historically Black Colleges and Universities and Minority Institutions as defined by the Federal Acquisition Regulation (FAR).

The concept of this vehicle is modeled largely after the GSA Schedule program where ordering and administration is fully decentralized. The most significant differences are that this is awarded under FAR Part 15 as opposed to the GSA Schedule's commercial item contracting rules under FAR Part 12, the ordering procedures and the Multiple-Award IDIQ task order contract type uses the rules found under FAR Part 16 as opposed to FAR Part 8.4, there are currently no agency fees or service charges associated with use of this vehicle whereas GSA charges a 1% fee, which is embedded in the CLIN prices of the Schedules. In fact, much like GSA Schedules, there are no approvals, coordination's, reporting, or oversight imposed by DISA on the ordering offices. They are empowered to place orders in accordance with the terms and conditions of the contracts, the FAR, DFARS, and their own agency procedures. The only oversight or coordination by the DISA is through monthly reporting from each of the contractors, for the purpose of tracking the aggregate contract ceiling and to track compliance with the 51% rule. Since the DISA Contracting Officer will be receiving copies of each task order award these will be reviewed on an continuous basis for purposes of overseeing scope determinations. In addition, contractors may asked to participate in periodic meetings, conferences and activities initiated by the DISA CIO/PM office.

Note for external agency contracting officers: The DISA contracting officer will not make judgements or determinations as to scope, adding non-MITSS-team subcontractors or consultants or labor categories, resolving fair opportunity disputes, nor what percentage of supplies or equipment may be included in individual orders (since this vehicle is targeted primarily for services with merely "incidental" materials). All of the orders are negotiable and these issues must be resolved consistently with external agency procedures and/or oversight.

The MITSS TO Guidelines will be revised as needed to improve the process of awarding and managing task orders under these contracts.

Questions about the Guidelines and individual task orders should be directed to the following individuals below:

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Information regarding this contract, including the contract, Statement of Work (SOW) and links to the Contractor's Home Pages may be found on the World Wide Web at <http://www.ditco.disa.mil/asp/ncr/opportunities.asp>.

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CHAPTER 1 - GENERAL INFORMATION

A. BACKGROUND

Many of the Nation's Historically Black Colleges and Universities (HBCU) and Minority Institutions (MI) have the resources, technical strengths, and capabilities to provide the Department of Defense (DOD) with high-level technical support services that are needed to sustain and advance DOD technology programs.

The Minority Institutions Technology Support Services (MITSS) contracts provides the DOD analytical, engineering, logistical, communications, integration, computer systems research and development, application software development, testing and maintenance, information assurance, and education and training services. These services may include benchmarking, base-lining, acquisition planning, risk assessments, evaluations of cost and performance benefits of alternative approaches, information systems analysis on conceptual, proposed, and/or existing information and communication systems and architectures which include mathematical computations, operations research, simulation, modeling and other scientific techniques.

The MITSS contracts provide technical support at all DOD locations in the Continental United States (CONUS) and Outside CONUS (OCONUS). One hundred percent (100%) of these prime contracts were awarded to capable HBCU/MI, and all Military Service and Defense Agency contracting offices may place task orders (TO) against them.

B. PURPOSE

The purpose of the MITSS Task Order Guidelines is to:

-
- Describe the procedures for preparing internal DISA MITSS requirements packages; and
- Provide some tools, checklists and samples to make processing of MITSS task orders a simple process

C. APPLICABILITY

The Guidelines apply to all DISA users of the MITSS; however, external customers and ordering offices may find the tools helpful.

D. DELEGATION OF PROCUREMENT AUTHORITY (DPA)

Not Applicable

E. CONTRACT SCOPE

The contract focuses on (but is not limited to the specific examples of scope cited in each of) the following thirteen- (13) task areas in the Statement-of-Work (SOW):

Task Area 1: Program and Task Order Management
Task Area 2: Systems Engineering
Task Area 3: Telecommunications
Task Area 4: Acquisition Management
Task Area 5: Software, Computer Systems and Network
Applications Development and Support
Task Area 6: Systems Evaluation, Integration and Testing
Services
Task Area 7: Program and Information Management
Task Area 8: Information Systems Security and Information
Assurance
Task Area 9: Modeling and Simulation
Task Area 10: Electronic Commerce/Electronic Business
Task Area 11: Information Technology Training
Task Area 12: Studies in Advanced Information Technologies
Task Area 13: Business Process Reengineering

See the MITSS SOW for a complete description of the task areas. To obtain a copy of the MITSS SOW, you can download it from the Internet at the following address:

<Http://www.ditco.disa.mil/asp/ncr/opportunities.asp>.

For DISA Orders the Contracting Officer Representative (COR) in collaboration with the Contracting Officer (KO) will verify that the requirement are within the MITSS scope. The COR will forward their recommendation to the Contracting Officer (KO).

F. CONTRACTOR AND SUBCONTRACTORS

Attachment 1 lists the MITSS prime contractor and respective subcontractors.

G. FISCAL YEAR CUTOFF DATE

The final receipt date for MITSS requirements packages which must be awarded during the current fiscal year (i.e. packages supported by funds that expire 30 Sep) is 31 July of the current fiscal year. The packages must be complete in order to be accepted for processing.

H. CONTRACT TYPE

The MITSS is an Indefinite Delivery/Indefinite Quantity (ID/IQ) task order contract using Time and Material (T&M) with the fixed/loaded hourly labor rates, Cost Plus Fixed Fee (CPFF) and Firm Fixed Price (FFP) structures. The type of work required will bear on the ordering contracting officer's decision as to T.O. contract type.

I. PREPARATION AND PROCESSING TIMELINE

MITSS requirements undergo a four-step process described in Chapter 3. A graphic depiction of the MITSS Task Order (T.O.) and Task Monitor process is shown as **Attachment 2**.

- The first step is the customer requirement definition stage, which consist of the preparation of the necessary documentation to initiate the tasking process. This step takes about 7 days.
- The second step consists of the Contracting Officer and Contracting Officer Representative review of the customer's Task Order SOW. Their review validates that the work is functionally and technically within the scope of the MITSS, that funding commitments are appropriately reflected in the package provided, and that the requirements are defined and documented in accordance with the MITSS TO SOW format. This takes approximately 2-3 days.
- The third step is the proposal preparation and evaluation stage, which consists of the Contract Specialist forwarding the TO SOW to the MITSS contractors, obtaining their proposal, having the customer evaluate the proposal and documenting their findings as to the approach which represents the best value for the Government. That process takes about 14 calendar days.

- The fourth and final step is the TO contract execution phase that commences when the contracting officer has all documentation necessary for award of the requirement. The TO execution phase takes about 7 days.

J. DISA CONTRACTING OFFICER'S REPRESENTATIVE (COR)/ TASK MONITOR (TM) TRAINING CERTIFICATION (Applies to DISA Customers Only!).

1. DISA Primary and Alternate TMs are required to have Contracting Officer's Representative (COR) training (including ethics training) prior to appointment in accordance with DISA/D4 Memorandum dated 17 Feb 1999 (and the DARS Part 1.6), and must complete refresher training annually. Provide the date (month and year) that COR training has been completed for both the Primary and Alternate TMs. For additional information concerning COR training, contact Ms. Judith Oxman at (703) 681-1676.
2. If the task order effort is mission critical, DISA TMs may be appointed prior to completion of training, with the understanding that training be completed within thirty (30) days of the task order award date. Although a number of qualifying COR courses exist, one place that TMs can obtain the required training is at the Federal Acquisition Institute (FAI) on-line University web site:

<http://www.disa.d4/>

3. This Web Site contains the COR Mentor Course which consists of eighteen (18) individual separate modules on a variety of contracting-related subjects. When this training is completed TMs shall promptly submit certification of completion to the Contracting Officer.

CHAPTER 2 - ROLES AND RESPONSIBILITIES

A. DISA - CHIEF OPERATING OFFICER/TECHNICAL ADVISOR (D03C/EIPP)

Program Manager. Sharon Seller, within the DISA Code D03C/EIPP is the MITSS Program Manager (PM). The PM is responsible for program planning and oversight, contractor conferences and performance reviews, DISA funds expenditures and cost monitoring, and for acting as the liaison between the knowledgeable customer technical activity and the Contracting Officer. A Task Monitor (TM)

representing the customer is assigned by the Contracting Officer (KO) to assist the KO and to insure that the work is technically within the scope of the MITSS SOW requirements.

Contracting Officer's Representative (COR). D03C is staffed with a Contracting Officer's Representative (COR) for the MITSS. The MITSS COR performs the following functions:

1. Acts as an interface between DISA Task Monitors (TMs) and DISA's Defense Information Technology Contracting Organization, National Capital Region (DITCO-NCR), the MITSS contracting office.
2. Assists the DITCO-NCR Contracting Officer (KO) by providing decision support information to customers regarding the status of DISA requirements packages and TO's.
3. Monitors, maintains, and provides to DISA customers, information regarding the status of their TO's placed under the MITSS.
4. Advises DISA TMs of issues related to the contract and their specific requirement packages/TO's.
5. Maintains frequent contact with the contractor to discuss specific aspects of TO's and proposals.
6. Works with the KO and TMs to ensure contractors perform in accordance with the contract terms and conditions and the TO requirements.
7. Ensures deliverable evaluations on the MITSS contractor overall performance are obtained from the TMs and forwarded to the KO and the contractors.

B. DISA's DEFENSE INFORMATION TECHNOLOGY CONTRACTING ORGANIZATION, NATIONAL CAPITOL REGION (DITCO-NCR)

DITCO-NCR performs all Contracting Officer functions for each of the MITSS contracts including:

1. Review each DISA requirements package and the contractor's proposals to ensure the documents are

complete, accurate, and in accordance with the contract and these Guidelines.

2. Provide advice and guidance to the COR, contractor, and customers regarding contract scope, FAR and DFARS requirements, DISA contracting procedures and these task ordering guidelines.

3. Represent KO's position at various contract-related meetings, performance reviews, negotiating sessions, and working meetings.

4. Approve and issue DISA Task Orders (TO's) and modifications for the MITSS.

5. Designate in writing MITSS COR(s) and DISA TM(s).

6. Establish and maintain the central contract administration file.

C. CUSTOMERS

MITSS customers are required to do the following:

1. Define Task Order requirements including justifications, reviews, and/or approvals

2. Identify and nominate the Task Monitor (TM)

3. Identify the Senior Requirements Official (SRO) (if applicable)

4. Fund their work via certified Purchase Request

5. Prepare and furnish an IGCE (**Attachment 8**)

6. Evaluate the contractor's proposal and develop the Proposal Evaluation Document (PED) (**Attachment 7**)

7. Monitor and evaluate the contractor's performance on each TO.

In addition, DISA customers will work with the COR and the contractor to ensure the contractor performs the requirements specified in the TO. The TM should be proficient in the technical requirements of their TO and familiar with the policies and procedures of this guide.

Further information on TM responsibilities during TO execution is contained in **Attachment 10** (TM Designation Letter).

D. SENIOR REQUIREMENTS OFFICIAL (SRO)

The SRO is located in the requirements office and is an O-6/GS-15 or above or the commander or head of a requirements field office. The SRO is responsible for review of past performance evaluations submitted by the TM using the Past Performance Tool before the Contracting Officer review and approval when and if the DISA Past Performance Tool is used to evaluate performance.

E. External DOD Ordering Contracting Officers (OKO's)

OKO's are fully authorized and responsible to solicit, negotiate (terms and conditions as well as price reductions) and award task orders within the limits of their warrants and their internal agency procedures.

F. ONR Administrative Contracting Officers (ACO's)

ACO's are responsible for all customary delegated contract administration functions (including closeout) of individual task orders.

G. Payment Offices:

Educational institutions fall, by statute, under the contract administration oversight of ONR, instead of the DCMC ACO's.

CHAPTER 3 - REQUIREMENTS PROCESS

A. GENERAL

All work performed under the MITSS is done through the award of Task Orders (TO) by the DITCO/NCR Contracting Officer (KO) or by external DOD ordering contracting officers. MITSS TO's are awarded in accordance with a four-step process that complies with the Federal Acquisition Regulation (FAR) requirements. A high level description of this four step process and associated time line is contained in **Attachment 2**.

B. FOUR STEPS OF THE TASKING PROCESS

1. STEP 1 - Customer Requirements Definition Stage

The MITSS Task Order Process starts with the concept and development of the requirement definition in accordance with the MITSS Guidelines. The requirement package consists of a Statement-of-Work (SOW), appropriate funding documentation, an Independent Government Cost Estimate (IGCE)(**Attachment 8**), and the MITSS Requirements Package Checklist (**Attachment 4**). The Contracting Officer's Representative (COR) cannot process packages, which do not include all these items. The MITSS Requirements Package Checklist (Attachment 4) lists all the items that must be included in the package when it arrives.

a. Statement of Work

The customer begins the task process with the development of the Statement-of-Work (SOW). **Attachment 3** delineates the required format for the MITSS Task Order Statement of Work.. A complete SOW is essential to begin the Task Order (TO) process. Also, in order to facilitate electronic review of your SOW, it is required that it be written using Microsoft Word. **Attachment 5** provides a listing of useful Data Item Descriptions (DID's) which may be used in conjunction with DD1423 Contract Data Requirements List form preparation developed at the task order level.

b. Funding Documentation

TO's may be funded with any type of appropriations (i.e. O&M, RDT&E, DWCF). Internal DISA customers, however, only need an uncertified Purchase Request (DISA Form 94), to move through the task stages while completing their coordination with their budget offices in parallel. Task Orders for severable, internal DISA requirements may be incrementally funded. Non severable task orders for all customers' requirements must be fully funded or funded in full or in part "subject to availability of funds" (SAF). For severable DISA tasks, a TO may be negotiated for an entire effort yet only incrementally funded . Additional funds shall be provided, as they become available. This allows DISA task monitors to begin efforts prior to release of their full amount of funding and saves the time of processing a new TO every time a funding allotment is

provided. The DISA customer's authorized Purchase Request with committed/certified funds must be complete to begin STEP 4, the Task Order Execution Phase.

c. Independent Government Cost Estimate

An IGCE will be required with each requirement package submitted by the DISA customer. The **Attachment 8** IGCE tool consists of spreadsheets with the contractor's T&M labor rates, ODC's, and an estimated markup on Other Direct Costs (ODC's). The spreadsheet at the first Tab is the boilerplate for developing the IGCE. Input your estimated hours and rate for each labor category being sought as well as a thorough breakdown of Other Direct Costs (ODC's). The labor rates for each contract period are provided as Tabs B through L. For non-T&M type task orders, proposed labor categories and direct labor rates may vary from those in **Attachment 8**. Use Excel to prepare your IGCE.

2. STEP 2 - Contracting Officer/Contracting Officer Representative Review

Reviews include the following:

- a. The KO/COR, in a concurrent review, will ensure the DISA requirements package is complete, that work is technically within scope, is not duplicative of other contract efforts, and appropriate funding documentation is provided.
- b. If a requirements package is determined to be outside the scope of the contract or if the package needs significant rework, the COR will return the package to the Task Monitor explaining the reasons for the return.
- c. Once a requirement package has been successfully screened and the KO/COR comments have been resolved, the Contract Specialist forwards the requirements package to the contractor via e-mail.

3. STEP 3 - Proposal Preparation and Evaluation Stage

a. Contractor Proposal

The Contractor will generally be allowed 10-14 calendar days to prepare and submit proposals. However, more or less time may be necessary based on the requirements.

b. Technical/Cost Proposal

The technical/cost proposal shall be written and shall address, as a minimum:

- * Technical Approach
- * Key Personnel
- * Quantities/hours/cost of personnel by labor categories
- * Other Direct Costs (ODC's)
- * Total estimated cost
- * Method of pricing (i.e. T&M, FFP, CPFF etc)
- * Risks
- * Period of Performance
- * GFP/GFE/GFI
- * Security (including clearance level)
- * Teaming Arrangement to include subcontracting personnel participation

Proposals should state compliance or exception to TO requirements. Risks, assumptions, and conflict of interest issue should also be addressed in the contractor's proposal. Proposals shall not merely restate TO SOW requirements.

c. Proposal Evaluation

The TM, COR, and KO all participate in evaluating the contractor's Technical and Cost Proposal. The Contractor sends the Technical and Cost Proposal to the attention of the Contract Specialist via email. The proposal and a letter requesting a technical evaluation are forwarded via email to the TM. If the contractor's proposal fails to meet SOW requirements or reflects misunderstandings, discussions among the TM, COR, KO, and contractor may be necessary. Discussions will tend to be informal meetings to discuss technical approach, labor category levels and mixes, schedule, and other cost elements.

4. STEP 4 Requirements Package Contract Task Order Execution Phase

Once the contractor's proposal has been reviewed by the TM, COR, and KO, and all pre-award issues have been resolved, the KO awards the TO by issuing a DD Form 1155 to the contractor. At that point, the contractor is authorized to begin work on the TO.

At the same time TO award is made, the KO issues a letter to the TM designating him/her as the TM for execution of the TO.

C. TASK ORDER (TO) MODIFICATIONS

Modifications can be used to change delivery dates, add a task, change the period of performance, etc. However, if those changes alter the scope, provide a substantial amount of new funds, or significantly extend the period of performance, a new requirement package must be submitted for award of a new TO. The new TO should refer to the prior TO and explain the connection in the background portion of the SOW and in the specific tasks, as required.

TO modification requirements may originate with the customer or from the contractor. Any changes that affect the basic information in the SOW must be supported by appropriate modification of the SOW. All requests for modifications must be prepared by the TM and submitted via email to the COR.

TO modifications are processed in the same manner as initial requirements package. The TM prepares a requirement package with a modified SOW and a new funding document (if required). An SOW must contain the "revision date" at the top of the first page and all changes or additions must be annotated by the use of underlined text. Deletions must be annotated by use of the strikeout function.

CHAPTER 4 - REQUIREMENTS PACKAGE PREPARATION

A. GENERAL

A requirement package must be prepared and submitted by the customer both for a new requirement and for a modification to an awarded TO. A complete MITSS requirement package consists of several documents that support the proposal and award of a TO. The requirement package must be UNCLASSIFIED regardless of the classification of the work to be performed within the TO. If the value of the requirement exceeds \$500K, DISA Acquisition Strategy Committee (ASC) approval is required before submission of the requirements package to the COR.

B. REQUIREMENTS PACKAGE CHECKLIST

Each requirement package must include a completed MITSS Requirements package checklist (**Attachment 4**). **Also, Attachment 6** is the COR Initial Review form used to screen for the most common mistakes found in MITSS Requirements Package. Each "no" answer requires TM correction before processing can continue. In conjunction with the MITSS requirements package checklist, the TM should use this form to ensure that the package is complete and accurate.

C. STATEMENT OF WORK (SOW)

The SOW is the most critical document in the requirement package. Be sure that the SOW completely and accurately portrays the nature of the required services and lists the delivery of technical data to satisfy the requirement. MITSS TO's use a standard format, as shown in **Attachment 3**. No other format for SOW's will be accepted by the COR/KO.

D. INDEPENDENT GOVERNMENT COST ESTIMATE (IGCE)

The IGCE is invaluable in determining the reasonableness of a contractor's cost and technical proposals and in gaining assurance that there is a "meeting of the minds" between the customer and the contractor regarding the scope of the TO. If discussions or negotiations are necessary prior to awarding the TO, the IGCE assists in developing and presenting the customer's position. The IGCE is also helpful in reconciling requirements with budget, ensuring that the proposed TO is affordable. **The IGCE is for Government Use Only and is not to be made available to the MITSS contractor.**

The **Attachment 8** IGCE tool consists of spreadsheets with the contractor's T&M labor rates, an estimated markup on Other Direct Costs (ODC's), and a contract level management fee. The spreadsheet at the first Tab is the boilerplate for developing the IGCE. Input your estimated hours and rate for each labor category being sought as well as a thorough breakdown of Other Direct Costs (ODC's). The labor rates for each contract period are provided as Tabs B through L. The SOW for the MITSS describes each of the labor categories, including duties and educational and experience requirements. It is recommended that customers use the IGCE tool to estimate the cost of their effort and

include the completed IGCE as part of the requirement package.

Figures for ODC's must be supported by the work described in your SOW, so the contractor can propose appropriate costs. Attach a separate sheet to the IGCE detailing the travel, hardware, software or other Information Technology resources. Other ODC's are self-explanatory and may include such costs as courier service, express mail, long distance telephone calls, and reproduction.

E. DD FORM 254 CONTRACT SECURITY CLASSIFICATION SPECIFICATION

The Contract Security Classification Specification, DD Form 254 provides access to "For Official Use Only" (FOUO) Information. In performing this contract, the contractor may need access to classified information at another contractor facility or a Government activity; and receive and generate classified material. If, however, the DD Form 254 in the MITSS is not adequate for the specific work in your requirements package, you must include a Task Order specific DD Form 254.

F. FUNDING DOCUMENTS

For DISA funded packages, the task order acquisition process can commence with committed funds, BUT certified funding must be provided before Step 4, the TO execution phase, can begin. Customers are solely responsible for ensuring the correct appropriation is cited and the period of performance is addressed with the correct fiscal year appropriation in order to satisfy "bona fide need" and "severability" concerns. Contact the KO up front, if you have any questions or concerns in this regard. The proper funding document for DISA organizations to place orders on a MITSS is DISA Form 94 (Purchase Request).

NOTE: Include a hardcopy of the Acquisition Plan signature page with the certified funding document, if applicable.

CHAPTER 5 - TASK ORDER EXECUTION AND MONITORING

A. PROGRAM LEVEL MANAGEMENT

The DISA employs several methods and tools to monitor and evaluate contract efforts. These tools include the following:

1. Contractors Monthly Activity Report (CMAR).

The contract-level CMAR is prepared by the contractor each month for the COR and the Contracting Officer. A CMAR sample format is provided as **Attachment 9**.

2. Contractor Past Performance Tool.

The Contractor Past Performance Tool is a web enabled tool for the TM to evaluate the contractor's performance and for the Contracting Officer, COR, Senior Requirements Official and contractor to review, comment on, and approve evaluations. The tool can be found at the D4 Homepage at: <http://www.disa.mil/D4/pasttool.htm> and <http://www.disa.mil/D4/pastperf/ppbookb3.pdf> for Past Performance Information.

B. TASK ORDER MANAGEMENT

1. Task Order (TO) Monitoring.

Task Monitors (TM) are assigned the responsibility of using existing reporting tools and other methods of objective and subjective observations to track contractor performance, timeliness and quality of deliverables, etc.

2. Acceptance and Evaluation of Deliverables.

The responsibility for performing acceptance of all supplies and services under the MITSS is delegated to the TM and stated in the TM Designation Letter. A copy of the letter is included as **Attachment 10**. In addition to reviewing, commenting on and accepting/rejecting deliverables, the TM is responsible for providing the COR a written evaluation (DISA Form 245) via email, of each major deliverable received during TO execution. Major deliverables are the significant technical items (reports, plans, specifications, software, etc.) that are the

outcomes of the tasks of your TO SOW. Items such as status reports, meeting minutes, trip reports, i.e., routine status and informational deliverables are generally not considered major deliverables). After review, the COR will email a copy of the deliverable evaluation to the contractor and Contracting Officer.

3. Past Performance Evaluation.

In addition to evaluating each major deliverable, the TM must evaluate the contractor's performance on a periodic basis. These past performance evaluations are made available to Government customers seeking to use MITSS, to the prime contractor who performed the work, and to Government Source Selection organizations who need past performance information to conduct contract source selections. The MITSS past performance evaluation is accomplished using the DISA Past Performance Tool (PPT) which is a web based tool located on the D4 homepage. When required, the TM will be prompted via e-mail to perform an evaluation. Permissions and passwords are provided via the e-mail prompt. The DISA Past Performance Deskbook provides detailed guidance on completing the evaluations and is located on the D4 homepage.

4. Task Order Closeout.

Upon Task Order completion, the TM has the following responsibilities:

- a. Forward a statement to the COR that the Task Order has been satisfactorily completed.
- b. Provide disposition instructions for GFE/GFI prior to the Task Order Closeout. Refer to paragraph 9.0 of the MITSS SOW for further details.
- c. Any classified material received or generated by the contractor must be disposed of in accordance with applicable security regulations.
- d. The TM is responsible for the retention and/or disposal of the Task Order file and associated documentation after task completion. Consult the COR for proper disposition of documents prior to disposal.

e. For fixed price Task Orders, when TO performance is completed the TM must sign the acceptance (DD Form 250) of the final product or provide a written statement that all efforts were completed and that all deliverables were received on time and were technically acceptable.

f. For cost reimbursement Task Orders, the contractor submits the final voucher for costs incurred (as accepted by MITSS TMs during TO execution). Along with the final voucher the contractor provides a completion letter indicating that all costs have been accounted for and billed. The final voucher is sent through normal channels for final payment.